



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-23

Date: March 8, 2006

14 FAM 560

ALLOWABLE TRAVEL AND MISCELLANEOUS EXPENSES

Changes

1. **14 FAM 564.2, Official Travel Use:** This section has been revised and expanded.
1. **14 FAM 567.2-2, Requirements:** The Under Secretary for Management has directed bureaus and posts to take immediate and specific actions to improve internal controls with regard to premium-class travel. This section clarifies the authorization and documentation for premium-class travel.
3. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 560 (CT:LOG-22, 03-03-2006; 34 pages) and replace it with revised subchapter 14 FAM 560 (35 pages).

2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:LOG-23, and initial.

Distribution Notice

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(M and A/LM)